

**Community Preservation Committee**  
**Meeting Minutes**  
**October 18, 2016**  
7:30 pm

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In attendance were: Clarissa Rowe  
Andrew Bengtson  
David Levy  
Leslie Mayer  
Eric Helmuth  
Leslie Mayer  
Mike Cayer  
Richard Murray  
JoAnn Robinson  
Chuck Tirone (arrived at 7:45)

Also in attendance: Jim Feeney, Assistant Town Manager  
Amy Fidalgo, CPAC Administrator

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1. Meeting Opened: Clarissa Rowe opened the meeting at 7:30pm. Eric Helmuth moved to approve the minutes of September 7, 2016 and September 20, 2016 with minor administrative changes. Mike Cayer second. All voted in favor; Richard Murray abstained.
  2. CPA Invoices/Status of CPA Funds: The Committee reviewed an outstanding advertisement bill and approved it for processing. Clarissa Rowe summarized the status of CPA funds for the Committee and estimated the state match would be about 19%.
  3. Final Review of Special Town Meeting Warrant Articles: The Committee discussed the Warrant Articles that will be presented at Special Town Meeting on October 19, 2016. The Committee discussed how the articles will be presented, and the feedback they expect to hear from residents.
  4. Introduction of Jim Feeney, Assistant Town Manager: Jim Feeney discussed his new role in the Town Manager's Office and how he will be working with the Community Preservation Committee. His position will provide oversight of CPA funded projects, and will provide project management on projects delegated by the Town Manager.
  5. Review of CPA Preliminary Applications: Clarissa Rowe asked that the Committee review each preliminary application, determine if it is an eligible project, and decide what information needs to be added or expanded for the final application.
    - a. Mt. Pleasant Cemetery Tomb Repair: Eric Helmuth asked if this is a historic resource. Clarissa Rowe confirmed. JoAnn Robinson added that the Mt. Pleasant Cemetery property is on the National Register, and this designation includes structures on the property. The Committee discussed that the project as a whole is not ready to fund at this time and will likely require a structural engineering assessment to determine the

scope of work.

- b. Old Burying Ground Improvement Project: JoAnn Robinson said that the Cemetery Commission came to a recent Historical Commission meeting and indicated they were submitting an application for the Old Burying Ground, but did not specify that the request would be so large. The Committee discussed that the Cemetery Commission should get a professional needs assessment or an update on the inventory report that was created in 2008. Mike Cayer suggested the Committee fund a Master Plan for the Old Burying Ground. The Committee agreed that a landscape component and a historic landscape architect would be necessary. The Committee will suggest to the Cemetery Commission that they estimate the cost of a Master Plan in their final application.
- c. Spy Pond Edge and Erosion Protection, Phase II: Chuck Tirone said that the Conservation Commission is moving through Phase I of this project. Initially there was a slight delay due to the bidding procedures. He said that estimates will most likely go down, but the requested amount is a good placeholder for the Committee.
- d. Hills Pond Wetland Restoration: The Committee discussed whether or not this application qualifies for funding. Leslie Mayer expressed concern that the work as described is necessary on-going maintenance, and was also concerned that the Park and Recreation Commission was not made aware of the project. The Department of Public Works should be dredging the basin every five years, and this application is a result of not keeping up with the maintenance schedule. David Levy stated that many of the projects presented for CPA funding will be a result of deferred maintenance, so the Committee needs to consider very carefully how they will address this topic. The Committee discussed the use of the Town Water Bodies fund to cover the cost of this project. Clarissa Rowe suggested that the Friends of Menotomy Rocks Park submit a joint proposal with the DPW for their final application. Mike Cayer added that the application needs to clarify if this is maintenance or rehab, and also if this is recreation or open space.
- e. Robbins Memorial Town Hall Garden Water Feature and Dallin Statue: The Committee agrees this project is eligible. Clarissa Rowe asked if a historic landscape architect was part of the budget. JoAnn Robinson said that a landscape architect would still need to be factored into the cost of this project. The Committee agreed that Town Meeting would be thrilled to see this item. Clarissa Rowe state that her son works for the sculpture repair company associated with this project, so she will not be voting on this project.
- f. Update Arlington Historic Resources Inventory: Clarissa Rowe commented that this was a good application, and she would like the Historic Resources Working Group to focus specifically on the Senior Center and Arlington High School. JoAnn Robinson added that the application needs to be more specific in the final round application submitted.
- g. Downing Square and 20 Westminster: David Levy noted that both of these Housing Corporation of Arlington (HCA) projects were eligible, but it is likely that 20 Westminster would be underway sooner than Downing Square. The Committee discussed the requirements of creating affordable housing according to the DOR guidelines. Clarissa Rowe said she would like to know how much funding the Planning and Community

Development Department would contribute to these projects through CDBG funds. The Committee discussed the possibility of giving HCA a smaller amount than requested for the Downing Square project since it is in such an early phase; this would give HCA the opportunity to get local matches and leverage other funding sources. HCA could then come back as the projects develop and request more CPA funding.

- h. Mill Brook Linear Park Pilot: Leslie Mayer said that Mystic River Watershed Association approached the Park and Recreation Commission and the Planning and Community Development Department to get advice on this application. Leslie Mayer summarized what Park and Recreation has in their capital plan for this location with the applicants in order to focus the topic of their application. David Levy pointed out that estimates need to be added to their final application.
- i. Arlington Reservoir Master Plan and Study: The Committee stated that this was an excellent project, especially with the survey. Clarissa Rowe and Leslie Mayer discussed the requested amount, and determined that the Park and Recreation Commission should have contingency money for this project. The current requested amount may be too low. Leslie Mayer added that another element of the application will include an ecological assessment.
- j. Whittemore Park Revitalization: Clarissa Rowe said that the Planning and Community Development Department might not know that Whittemore Park is a historic resource, and therefore cannot be changed too much. The Committee discussed the challenges of the property, such as the excessive amount of Norway Maples in the park. The Committee stated that this application would be revised to be a historic item, rather than a recreational item. The Committee also stated this application should include a study component.

6. Project Assignments: The Committee assigned members to each first round application in order to communicate the necessary changes or additions that the Committee will want to see on their final application.

7. Other Business: The Committee decided that December 9, 2016 would be the deadline for final round applications for FY2018 CPA funding. Eric Helmuth said that Vision 2020 has invited the Community Preservation Committee to include questions in their annual survey. Andrew Bengtson and Chuck Tirone volunteered to assist with generating questions for the survey.

Richard Murray moved to adjourn at 9:05pm. Eric Helmuth seconded. All voted in favor.